

## MARSHFIELD ZONING BOARD OF APPEALS

### FORM 1 – INSTRUCTIONS

When an applicant wishes to submit an application to the Zoning Board of Appeals, he/she must submit their application on forms, which can be obtained at the Building Department. Those forms are:

Form 1	Instructions	
Form 2	Application for Public Hearing	
Form 2A	Requested Findings of Fact	Appeal
Form 2B	Requested Findings of Fact	Variance
Form 2C	Requested Findings of Fact	Special Permit
Form 2D	Requested Findings of Fact	Site Plan
Form 2E	Requested Findings of Fact	Special Permit/Accessory Apartment

Form 2 (Application for Public Hearing) needs to be completed in addition to other applicable forms for your particular request (either Form 2A, 2B, 2C, 2D or 2E, or combinations) depending on the relief requested. Upon completion of the required forms, four copies must be submitted to the Town Clerk; **it is advisable to have the Zoning Administrator review your application prior to submission to the Town Clerk.**

The forms were designed to help both you and the ZBA in processing your application. Because the ZBA **must find all** of the questions in your favor before the Board can favorably act on the petition, it will help if every question is completely answered giving specific details as to how your project addresses the question asked.

In addition to the forms, the following must be submitted in order for the application to be accepted by the ZBA:

1. The deed or land court certificate showing any and all easements, rights of way or other encumbrances.
2. The Plot Plan of subject property, or if none exists, a plan of the land signed by a Registered Land Surveyor (10 Copies).
3. A plan of the property alterations. This can be done on the Plot Plan as long as the resulting plan can clearly show both existing and proposed conditions. If construction is more than one story, both front and side elevations must be submitted, and floor areas must be determined for each story. If you are seeking Site Plan approval, a Registered Land Surveyor licensed in Massachusetts must endorse the plans. If the Site Plan is separate from the Plot Plan, ten (10) copies are required.
4. Two checks or money orders for the amount of the filing fee. Residential \$20.00 & \$180.00 Commercial \$20.00 and \$250.00. Checks made out to The Town of Marshfield.
5. Pictures of the subject and abutting properties.
6. Applications are to be typewritten.

The Marshfield Zoning Board of Appeals will be able to process your application in a smooth and orderly manner if all the items are completed and submitted as outlined. **Because the plans are sent to other Town Boards for comment prior to the public hearing, the ZBA cannot accept any revised plans after the submission of the application.**

If you feel that you have a unique situation, which does not allow you to submit all the information required, you may request a waiver from the Board. Such a request must be in writing and must state the reasons why a complete submittal is not required in your case.